



TOWN OF CUTLER BAY DEPARTMENTAL ACCOMPLISHMENTS

July 2008 – July 2009

Department	Accomplishments
General Government & Town Manager's Office	<p>The General Government Department contains several functions, including the Office of the Town Manager. The Town Manager attends all council meetings and may participate in discussion and provide guidance as appropriate. The Manager is authorized to execute contracts and other documents on behalf of the Town as directed by Council, and to that extent, the Town Manager is responsible for administering all Town contracts and coordinating Council directives and policies regarding consultants and advisors.</p> <p>Additionally, the Town Manager is responsible for the hiring and termination of all Town employees, including the Chief of Police. The General Government office holds all functions that are applied or have purview across all administrative functions. Accordingly, the Administrative Services Director, who performs the Human Resources functions for the Town, is within this department. Additionally, our purchasing ordinance and procedures are under the purview of this office, which has a mission to raise Town employee awareness to ensure that environmentally safe products shall be used whenever practicable. The Town is committed to environmentally preferred procurement and shall help to promote the use of recycled products by</p>



Department	Accomplishments
	<p>publicizing the Town's purchasing policy whenever possible. The Town is also committed to the Florida Green Building Coalition Standards for purchasing and residential and non-residential (commercial) development. Town administration promotes the implementation of positive environmental stewardship initiatives in the department by encouraging employee involvement and recognition to help keep the environment a safe place for all.</p> <ul style="list-style-type: none"> • The Town has taken all of the steps necessary to apply for a Tree City USA designation. • We have been in continuous negotiations with Miami-Dade County to receive over 30 acres of park land and lake for the recreation demands of our residents and these negotiations are very close to being successfully completed. • Evaluated our police service and prepared a recommendation to the Council relative to establishing our own Police Department. • Negotiated a revised agreement with MDPD, gaining new advantages over the prior agreement for police services. • Successfully secured some \$8 million from Miami-Dade County PTP funds for roadway safety and environmental improvements on Old Cutler Rd. • Successfully secured some \$11 million from Miami-Dade County PTP funds for roadway safety and environmental improvements on Caribbean Blvd. • Initiated a Federal fund-seeking program to take advantage of Stimulus and other programs. • Initiated a cost savings-joint program with the



Department	Accomplishments
	<p>Town Attorney.</p> <ul style="list-style-type: none"> • Negotiated free publicity from ATT to promote the Yellow Pages opt-out program for Cutler Bay, which will also encourage recycling of the Yellow Pages by residents. • Successfully negotiated an agreement with the County to provide enforcement of the commercial recycling ordinance. • Revised the budget schedule to provide for earlier review of the budget by citizens. • Restructured the management of the Burglar Alarm and Occupational License programs to gain increased accuracy and revenue security • Revised the budget book structure and organization. • Evaluated numerous properties for possible acquisition for public facilities, such as park or open space. • Directed the creation of "Green" Local Development Regulations. • Directed the creation of Town's overall sustainability strategy. • Directed the creation of a national precedent setting pair of moratoria to support Green Building guidelines. • Directed the creation and implementation of a new Floodplain Management Ordinance, which will help reduce residents' cost of flood insurance. • Directed legal research and support regarding potential acquisition of various properties. • Directed the research and strategies in issues related to Town initiated road closures. • Directed the negotiations for the eminent conveyance of Lakes by the Bay Park. • Directed the Town's efforts to secure stimulus funds.



Department	Accomplishments
	<ul style="list-style-type: none"> • Directed the creation of the precedent setting Security Camera Ordinance to help provide security for retail customers in the Town. • Directed the drafting of a traffic safety ordinance to help reduce the running of Red Lights and the contract to install the devices. • Led negotiations related to the Public Transportation Program (PTP) Allocation to enable Cutler Bay residents to gain some \$1 million per year in funding from the County. • Directed the successful negotiations for \$20 million PTP monies for Old Cutler Road and Caribbean Blvd. improvements. • Directed the negotiations for Bus Shelter revenue allocation to the Town. • Directed the Town's first charter review process, which included a very successful charter amendment election. • Assisted in the successful procurement of the Town's first capital improvement projects. • Directed the creation of a model Request For Proposal/Request For Qualifications and Invitations To Bid for use in all procurements, thus reducing future legal costs associated with competitive bidding. • Directed the creation of the code enforcement process and the creation of forms for use in code enforcement. • Encouraged the legal challenge to SB 360, which law seeks to reduce the Town's ability to self-govern without undue interference from the State Legislature. • Directed the creation of an Art in Public Places ordinance. • Directed the creation of an Ordinance creating a Town Foundation to enable charitable donations to the Town. Directed the



Department	Accomplishments
	<p>creation of Business Tax Certificate Increase Process and Ordinance.</p> <ul style="list-style-type: none"> • Directed the creation of a Council meeting procedures and explanation of Town government publication. • Directed the resolving FEMA issues. • Directed the creation of a Communications Services Ordinance and Right-of-Way Regulations in order to protect our roadways and various rights. • Led the negotiating of Cell Tower leases within the Town. • Obtained a favorable opinion from the Department of Revenue regarding applicability of statutory roll back requirement to the Town. • The Town Manager has also taken steps along with the Town Attorney to reduce legal costs. • Helped negotiate maximum county monies for Lakes by the Bay Park. • Directed the negotiations with the County Elections Department to handle the costs associated with the Special Charter election. • Provided training for selected staff including the following beneficial education opportunities: CPR (Cardiopulmonary Resuscitation), Defensive Driving, OSHA (Occupational Safety and Health Administration), Municipal Park and Playground Safety and Maintenance and also Turkey Point Nuclear Power Plant emergency response, Bio-readiness, Before Disaster Strikes, LAP (Local Agency Program) Certification, ARRA (American Recovery and Reinvestment Act) for roadway project and transit and Hurricane Preparedness EOC (Emergency Operation Center).



Department	Accomplishments
	<ul style="list-style-type: none"> • Advertized, interviewed, screened, processed and hired approximately twenty eight summer counselors for the Cutler Ridge Park Summer Camp including advertising, background check, drug testing, processing all the necessary documentation and orientation. • Reevaluated Insurance Benefits for cost effectiveness and economy, which entailed meeting with various carriers and reviewing several options that were best, suited for the Town. • Participated in the Florida Human Resource Roundtable and the FPPA (Florida Public Personnel Association) to stay current with the best most cost efficient practices. • Acquired 10 cell phones emergency issue (at no cost to the Town) with coordination through AT&T Wireless for in the event of a hurricane or emergency situation.
Town Clerk's Office	<p>The Town Clerk serves as Corporate Secretary to the Town Council and the Municipal Corporation. Additionally, the Town Clerk is responsible for Sunshine Meeting coordination and notices, public record management, including retention, responsiveness, and disposition, publication of the Town's monthly electronic newsletter, E-Briefs, and handles website maintenance. Significant accomplishments from the Clerk's Office this year include:</p> <ul style="list-style-type: none"> • The development and launch of three new web pages, "Going Green", "Kids Page" and "Lost Pets". • Added Resolutions/Ordinances webpage with access to 395 documents, as well as a



Department	Accomplishments
	<p>Press Release and Town newsletter/E-brief page.</p> <ul style="list-style-type: none"> • The Town Clerk's office conducted 682 lien searches to date this year. • Organized and produced agendas for nine Council Meetings, four Special Meetings and six Council Workshops. • Distributed seven monthly E-briefs to email opt-in list.
Town Attorney	<ul style="list-style-type: none"> • Assisted in drafting "Green" Local Development Regulations. • Assisted in drafting the Town's overall sustainability strategy. • Assisted in drafting a national precedent setting pair of moratoria to support Green Building guidelines. • Assisted in reviewing applications and advising Council on the major land development site plan and zoning issues. • Assisted in drafting new furniture store parking regulations to enable the first "green" furniture store. • Assisted in drafting new Land Development Regulations (i.e. Zoning Code). • Assisted in implementation of a new Floodplain Management Ordinance, which will help reduce citizen's cost of flood insurance. • Provided legal advice and support regarding potential acquisition of various properties. • Assisted in drafting and creating a new Impact Fee schedule for the Town. • Assisted in handling issues related to Town initiated road closures. • Assisted in the eminent Conveyance of Lakes by the Bay Park. • Assisted in helping the Town to secure stimulus



Department	Accomplishments
	<p>funds.</p> <ul style="list-style-type: none"> • Researched and drafted the precedent setting Security Camera Ordinance to help provide security for retail customers in the Town. • Drafted an ordinance designed to encourage the recycling or non-production of unwanted Phone Books. • Drafted a traffic safety ordinance to help reduce the running of Red Lights and the contract to install the devices. • Public Transportation Program (PTP) Allocation research to enable Cutler Bay residents to gain some \$1 million per year in funding from the County. • Assisted with the successful negotiations for \$20 million PTP monies for Old Cutler Road and Caribbean Blvd. improvements. • Researched and assisted in the negotiations for Bus Shelter Revenue Allocation to the Town. • Drafted a Wi-Fi Pilot program. • Assisted with and provided research and drafting for the Town's first charter review process, which included a very successful charter amendment election. • Assisted in the successful procurement of the Town's first capital improvement projects. • Prepared a model Request For Proposal/ Request For Quotations and Invitations To Bid for use in all procurements, thus reducing future legal costs associated with competitive bidding. • Streamlined the code enforcement process and the creation of forms for use in code enforcement. • Assisted with the legal challenge to SB 360, which law seeks to reduce the Towns ability to



Department	Accomplishments
	<p>self govern without undue interference from the State Legislature.</p> <ul style="list-style-type: none"> • Researched and drafted an Art in Public Places ordinance. • Researched and drafted an Ordinance creating a Town Foundation to enable charitable donations to the Town. • Drafted a Lender Registration Ordinance. • Drafted a Business Tax Certificate Increase Process and Ordinance. • Assisted in the preparation of new Council meeting procedures and explanation of Town government publication. • Provided Employment Law advice including military pay, unemployment compensation, and termination agreements. • Drafted a Flagpole zoning ordinance revision. • Assisted in resolving FEMA issues. • Assisted in completing the comprehensive plan process and settled an administrative challenge. • Drafted a Communications Services Ordinance and Right-of-Way Regulations in order to protect our roadways and various rights. • Assisted in negotiating Cell Tower leases within the Town. • Obtained a favorable opinion from the Department of Revenue regarding applicability of statutory roll back requirement to the Town. <p>The Town Attorney working with the Town Manager has also taken the following steps to reduce legal costs such as:</p> <ul style="list-style-type: none"> • Deferred a contractually authorized 5% hourly



Department	Accomplishments
	<p>fee increase from March 2009 to October 2009.</p> <ul style="list-style-type: none"> • Created a template for RFP-type solicitations that can be reused by administrative staff without further review by the Law Office. • Created a template for goods and services contracts that can be reused by administrative staff without further additional review by the Law Office. • Reduced the law firm role in preparing most resolutions to one of reviewing the work of Town staff. • Reduced lawyer attendance at council meetings and workshops to no more than one attorney whenever possible. • Created a code enforcement system to be less dependent on legal staff and reduces hearing dates to a single day each month. • Requested that the county police legal advisor handle most questions from the police department. <p>The Town Attorney also used their relationships and experience in performing a number of revenue positive services for the Town including</p> <ul style="list-style-type: none"> • Helped negotiate maximum county monies for Lakes by the Bay Park. • Helped persuade the County Elections Department to handle the costs associated with the Special Charter election. • Assisted with: <ul style="list-style-type: none"> ▪ Negotiating for bus bench and shelter advertising revenues. ▪ Negotiating with cellular telephone providers for leases with the Town. ▪ Negotiating with the county for share of



Department	Accomplishments
	<p>PTP money.</p> <ul style="list-style-type: none"> ▪ Negotiating Joint Project Agreement with County for road improvement grants for Caribbean Blvd. and Old Cutler Road. ▪ Securing additional revenue telecommunication services providers under town tax. ▪ Securing legislative approval for increase in business license fees.
<p>Community Development Department</p>	<p>The Community Development Department has the important role of creating and implementing the comprehensive plan, which serves as a policy guide for future land use within the Town. The Department also upholds, and enforces code compliance, so that Cutler Bay residents can enjoy an environment of the highest quality in which to live, work and play. The Community Development Department consists of the Planning and Zoning Division, Code Compliance Office, and the Building Division. The combined efforts of these Offices have contributed to the stabilization of taxable values and ensure a continuation of the Town's high quality of life. The Department has accomplished the following in support of these community expectations:</p> <ul style="list-style-type: none"> • Established a Geographic Information System (GIS), which enables staff to locate, and analyze patterns and trends within the Town through different map layers that have been created, such as zoning, council districts, assisted living and group home facilities locations, emergency contacts by address and location, flood hazard zones by flood boundary, and setback maps regarding



Department	Accomplishments
	<p>sheds and other encroachments.</p> <ul style="list-style-type: none">• Developed a webpage with useful informational resources, such as the Growth Management Plan, Land use maps and zoning districts, code enforcement districts by officer; and, links to the Florida Statutes, Town Code, and the Miami-Dade Code of Ordinances.• Completed a Town Growth Management Plan along with the various mandated amendments, including Capital Improvement element, Water Supply Plan Element, Public School Concurrency Element, and Coastal High Hazard Area designation.• Improved community regulations associated with property design and development actions.• Drafted new regulations relating to signs.• Drafted "green" development requirements to further sustainable development.• Drafted ground breaking protective moratoriums on all development within the Town, while green standards were being prepared, preventing further unsustainable development from occurring.• Held zoning workshops for several significant projects.• Drafted an ordinance for parking standards applicable to furniture showrooms to enable the first "green" furniture store.• Implemented "green" programs and completed a detailed application for Certified Green City designation.• Reviewed and analyzed site plan approval applications for several significant developments.• Responded to over 250 citizen's requests for



Department	Accomplishments
	<p>information and services, such as providing zoning letters for properties in transition or involved in real estate transactions, preparing code interpretations in all zoning classifications, and, through the Town Clerk's office, searching records for information regarding mounting foreclosure problems.</p> <ul style="list-style-type: none">• Responded to over 800 issues raised by citizens through GovQA, our "at your service" webpage.• Met with residents directly at their home owner associations (HOA's).• Provided assistance with code enforcement education and planning activities.• Assisted with the coordination between HOA's and banking institutions regarding foreclosures in various neighborhoods.• Improved weekend code compliance patrolling, in a "green" fleet consisting of entirely hybrid vehicles.• Improved the aesthetics of the Town's commercial corridor and neighborhoods through Code Enforcement actions.• Code enforcement staff worked with private property owners on methods to retain shopping carts on private property, and not the public right-of-way or off-site.• In order to comply with new sign regulations, efforts have been underway for removal of illegal signs and proper permitting for un-permitted signs.• Other code enforcements efforts include permitting and maintenance activities related to on-site storage containers.• Requiring commercial property owners to repave and replant landscaped areas within surface parking lots along US 1 and Old Cutler



Department	Accomplishments
	<p>Road.</p> <ul style="list-style-type: none"> • Issued 225 new Certificates of Use and local business tax receipts and 6 new solid waste franchises. Additionally, processed 621 local business tax receipt renewals. • Performed field inspections to assure compliance and responded daily to actions related to code enforcement related complaints. • Continued efforts to gain compliance of commercial booths within the US1 Discount Mall. • The Building Department implemented a new software system to improve the handling of permits and inspections by more efficiently tracking permit activity, inspections and contractor registration. • The new Town-wide accounting system was purchased this year and will provide citizens web access to schedule and view the results of building inspections. A major initiative will involve implementation of a new electronic document storage system for building services.
Finance Department	<p>The Finance Department provides responsible, careful, and thorough accounting of all Town transactions, acting under the direct supervision of the Town Manager. Some of the major accomplishments include:</p> <ul style="list-style-type: none"> • The Town was awarded the prestigious Government Finance Officers Association (GFOA) award for excellence in financial reporting for its Comprehensive Annual Financial Report (CAFR) for the year ended September 30, 2007. • The CAFR for the year ended September 30, 2008, has been submitted to the GFOA for



Department	Accomplishments
	<p>consideration of its award.</p> <ul style="list-style-type: none"> • The Finance department coordinated the independent valuation of the Town's parks. • The Finance department coordinated the independent valuation of the roadways. • Researched the Town's accounting needs extensively and coordinated the selection and purchase of Accounting Software. • Instituted procedures to process applications and recurring franchise fee returns pursuant to the Solid Waste Franchise Fee ordinance. Since implementation this past year, approximately \$195,000 in franchise fees have been collected and used to support the Town's general fund operations. • A new Finance Clerk was budgeted to facilitate the tracking and billing of burglar alarm fees and fines. Since hiring of additional staff, the revenue collected for the first nine months of this year (\$66,000) has already exceeded last year's total revenue (\$62,000).
Parks and Recreation Department	<p>In addition to the daily programs and a wide variety of seasonal and special events and programs that the Parks and Recreation Department organizes, conducts, and hosts throughout the year, the Department has been busy with the following:</p> <p><u>GRANT FUNDED ACTIVITIES</u></p> <ul style="list-style-type: none"> • The Children's Trust renewed funding for the Cutler Ridge Park After School Program in the amount of \$96,209. This funding allows 75 children ages 6 to 13 to attend the After School Program at Cutler Ridge Park free of charge. The Trust funding covers the salaries and benefits for one full-time and three part-



Department	Accomplishments
	<p>time employees for the 10-month program, the Computer Instructor, transportation to the program, daily snacks for each of the participants, as well as some recreational and educational supplies.</p> <p><u>PARK IMPROVEMENT PROJECTS</u></p> <p>Cutler Ridge Park Picnic Pavilion was partially funded through a grant and was completed in March 2009.</p> <ul style="list-style-type: none"> • The installation of the long-awaited lighted Cutler Ridge Park Soccer Field was completed during the summer of 2009. Funding for the project was from grants. • Cutler Ridge Park Walkway provides residents with a place to walk or jog on a stable surface, even at night while the soccer field lights are on. The Town Council allocated \$60,000 for the completion of a quarter mile concrete walkway around the soccer field. • During the summer of 2009, Cutler Ridge Pool received upgraded circulation system equipment, including pumps and filtration, new covered spectator seating and walkways, fencing modifications, and construction on a new multi-use building began. • The removal and replacement of Saga Bay Park's outdated playground equipment and the installation of a shade structure over the new equipment began during the summer of 2009. • The Town, along with numerous volunteers and contractors, conducted its second annual Earth Day clean-up at Saga Bay Park, clearing out approximately one-half acre of cane grass



Department	Accomplishments
	<p>and Brazilian Pepper plants.</p> <ul style="list-style-type: none">• In recognition of Arbor Day, six Live Oak trees were planted at Saga Bay Park. <p><u>CUTLER RIDGE PARK SECURITY CAMERAS</u></p> <ul style="list-style-type: none">• Four security cameras and a video monitoring/recording system were installed at Cutler Ridge Park. The cameras monitor activity in the parking lot, playground, and tennis courts on a 24-hour basis. The cameras aided in the apprehension of three juveniles who had been "tagging" numerous buildings and signs around Cutler Bay with graffiti. <p><u>FREE LEARN TO SWIM LESSONS AT CUTLER RIDGE POOL</u></p> <ul style="list-style-type: none">• 400 children received one free Learn-to-swim lesson session. For the second consecutive year, free Learn-to-swim lessons were offered at Cutler Ridge Pool to first-time swimmers during the summer. Each session consisted of 10 lessons in a group setting. <p><u>SPECIAL EVENTS</u></p> <ul style="list-style-type: none">• Approximately 1,000 people participated in the ghostly activities during the Annual Haunted House with a costume contest and haunted hay rides in conjunction with the Cutler Ridge elementary School PTA's Fall Festival.• Approximately 2,000 residents enjoyed free barbecue, entertainment, rides, games, pie auction, food fight, and socializing with friends and neighbors at the third annual Founder's



Department	Accomplishments
	<p>Day event at Cutler Ridge Park.</p> <ul style="list-style-type: none"> • The Third Annual Easter Egg Hunt at Cutler Ridge Park drew more than 200 eager hunters who found 2,000 eggs in less than 10 minutes. • The Parks and Recreation Department celebrated the Fourth of July with a Parade and Fireworks in conjunction with the Whispering Pines Civic Association and the Whispering Pines Women's Club on the 42nd Annual parade around Whispering Pines Lake and community picnic at Whispering Pines Park. • Monthly Ping Pong tournaments drew a different clientele to Cutler Ridge Park. The double-elimination tournaments drew some serious and some not-so-serious table tennis players to the park the first Monday of the month. Each month saw an increase in the number of players. <p><u>PROGRAMS AND LEAGUES</u></p> <ul style="list-style-type: none"> • The Cutler Bay Parks After School Program provided opportunities for an average of 68 children per day in programs that included homework assistance, fitness activities, computer classes and recreational activities. • Approximately 60 children per day participated in the eight Teacher's Workday and Holiday Camp Programs (Winter and Spring) that took place at Cutler Ridge Park. • 350 children were registered for the 10 week Summer Program at Cutler Ridge Park that included recreational activities, weekly field trips, and weekly swimming activities. • Parks and Recreation Department staff and contractual employees provided seasonal



Department	Accomplishments
	<p>support for five youth sports leagues and one adult sport league based in Cutler Bay including preparing facilities, lining fields, park clean-up, etc. The leagues included:</p> <ul style="list-style-type: none"> • The Cutler Ridge Soccer Club - Fall Season and Spring Season at Cutler Ridge Park with approximately 450 participants per season. • Perrine Baseball and Softball Association – Fall Season and Spring Season at Franjo Park with approximately 600 participants per season. • Palmetto Raiders Youth Football – Fall Season at Bel Aire Park with approximately 300 participants. • Riptides Swim and Water Polo Team – year round at Cutler Ridge Pool with approximately 125 participants. • Killian Lacrosse Club – Spring season at Bel Aire Park – approximately 40 participants. • Cutler Bay Adult Soccer – Four seasons on a year-round basis at Bel Aire Park – approximately 80 participants per season.
Police Department	<p>Since the Town’s inception, the Town has contracted with the Miami-Dade Police Department to provide police services to the community. Its primary goal is to increase police presence in the Town and provide safety for its citizens by increasing proactive patrol and traffic enforcement, concentrating all the manpower exclusively within the Town’s boundaries. To that end, the Policing Unit has continuously maintained response times that are well below the accepted Miami-Dade County Police Department’s response times. The Town of Cutler Bay Policing Unit continues in their commitment to reduce crime and improve the quality of life for its citizens through aggressive traffic enforcement and innovative crime suppression techniques.</p>



Department	Accomplishments
	<p>In addition to traditional police services, specialized units were created to help address specific needs and concerns of the Town.</p> <ul style="list-style-type: none">• The Police Major and the Command Staff meets twice a month and walks the community to meet residents and inquire about the needs of the community, giving the residents the opportunity to meet their Police leadership and directly provide their input.• The Road Patrol Units have been commended for their capture of several subjects while the crime was in progress.• A sergeant has been certified him as a Crime Prevention Practitioner, which allows him to conduct crime prevention surveys and inform businesses and residents on how to protect themselves from being victims of crime.• The Neighborhood Resource Unit's (NRU) Officers identify community problems during their daily patrol and have one month to assess the problems and utilize the necessary resources to resolve the issues.• NRU identified and was successful in securing restitution for the damage caused by individuals that were painting graffiti throughout the Town.• The NRU, with other police officers, instituted a summer basketball league for middle school students, creating a bond between the officers and the Town's juveniles.• The NRU has established five crime watches and instituted a holiday "Adopt A Family" program, where our police officers provide gifts and food for a needy family in the Town during the holiday season.



Department	Accomplishments
	<ul style="list-style-type: none"> • The NRU created a successful Anti-Bullying Program at Cutler Ridge Park. • NRU assists the Town with the bi-annual community bike ride. • Through wise, fair, and efficient traffic enforcement, the Traffic Unit has been able to decrease traffic accidents, as well decrease the speed of all drivers within the Town limits. • During the school year, school zone initiatives are created to ensure the safety of the children walking to and from school. • The General Investigations Unit (GIU) has been able to maintain their burglary closure rate within the national average of 12.6%. • The Crime Suppression Team (CST) in cooperation with the GIU, and several other MDPD resources, solved an animal cruelty case that drew national media attention. • The crime rate has been reduced a total of 13.76%, when compared to last year to date with the exceptions of "shoplifting" type crimes.
Public Works Department	<p>Public Works is responsible for the maintenance of roads, sidewalks, public areas, beautification projects and the construction oversight of capital improvement projects. The Department is comprised of the Public Works Director, an administrative assistant and three maintenance workers.</p> <p>The Town's three maintenance workers are referred to as the NEAT Team (Neighborhood Enhancement Action Team). They perform maintenance-type activities throughout the Town including removing litter, signs and shopping carts from swale areas, eliminating graffiti from public property, replacing street signs and repairing potholes.</p>



Department	Accomplishments
	<p>The Public Works Department is an outstanding, cohesive, dedication team of individuals dedicated to insuring that Cutler Bay continues to improve and maintain the roads, swales, and responding to resident's concerns and issues. The Department takes great pride in expediting & resolving resident's issues on a daily basis. At any given time, residents can see the Department's Neighborhood Enhancement Action Team (NEAT) removing litter from the swales, fixing damaged street signs, repairing potholes, removing illegal signs placed on the swale, and painting over graffiti just to name a few daily tasks which continue to improve the Town's community image.</p> <p><u>DEBRIS REMOVAL</u></p> <ul style="list-style-type: none"> • Neighborhood Enhancement Action Team Members removed/picked-up over 69 tons of illegally-dumped debris from Town right-of-ways, which is our average of debris pick up every year. This is litter that you don't see anymore thanks to this team! • Removed an average of 10 shopping carts on a daily basis from our streets and sidewalks. <p><u>STREET SIGNS</u></p> <ul style="list-style-type: none"> • Repaired 38 Stop signs throughout the year that were damaged by vehicles within 24 hours of the damage reported or observed. • Initiated a program to combine street name signs and stop signs which eliminates one pole per direction, resulting in less cost and less staff time for a double savings to the residents (to date we have completed approximately 29).



Department	Accomplishments
	<p><u>SIDEWALK REPAIRS</u></p> <ul style="list-style-type: none"> Completed a Town-wide Sidewalk & Roadway Assessment Report, which identified 1,500 problem locations. Successfully expedited the repairs of potentially dangerous and, therefore, expensive broken sidewalks with Miami-Dade County Public Works, which were associated with County owned roadways. Additionally, the Town completed repairs on over 120 potentially dangerous areas. <p><u>TREES PLANTED ON RIGHT-OF-WAY</u></p> <ul style="list-style-type: none"> The Town is committed to plant a total of 286 trees in the current fiscal year in the Town-wide Live Oak Tree Planting Program (second year). A yearly total of 138 trees have been planted as of August 2009. Subsequent to public workshops and Council approval, we completed a Street Tree Master Plan. <p><u>POTHOLES</u></p> <ul style="list-style-type: none"> The Town repaired over 43 potholes on Town owned roads. <p><u>SIGNS REMOVED FROM RIGHT-OF-WAYS</u></p> <ul style="list-style-type: none"> Removed approximately 1,600 illegally placed signs along the Town's roadsides. <p><u>SIGNS ON POLES (telephone, street signs/boxes)</u></p>



Department	Accomplishments
	<ul style="list-style-type: none"> Removed an additional average of 16 signs illegally posted on poles, trees, street signs, etc., per week. <p><u>TRASH PILES</u></p> <ul style="list-style-type: none"> Assisted the Town's Code Compliance Department with identifying bulk trash piles, which had not been called in for pick-up, thereby dramatically reducing the time that big piles of trash lay beside our streets. <p><u>CHRISTMAS TREES</u></p> <ul style="list-style-type: none"> Removed over 52 Christmas Trees from the Town's roadways. <p><u>WEEKEND PATROL</u></p> <ul style="list-style-type: none"> Created a weekend patrol to keep our roadways clean during the weekends. The weekend patrol was responsible for the removal of approximately 1,400 illegally-placed signs from our roadways. <p><u>PUBLIC WORKS ONGOING PROJECTS</u></p> <ul style="list-style-type: none"> Completed the \$ 32,000 installation of over 230 Stop Bars on Town owned roads. Completed the \$65,000 worth of repairs (approx. 200 sidewalk area replacements) of a total identified 1,400 "severely" damaged sidewalks. Received a \$60,000 grant for and created a Transportation Master Plan. Completed an \$85,428 Roadway/sidewalk assessment report and Capital Improvement



Department	Accomplishments
	<p>Plan.</p> <ul style="list-style-type: none"> • Completed a \$150,000 Streetscape Tree Planting Program (272 Live Oak Trees). • Completed an Environmental Protection grant which was funded at \$500,000 for a Capital Improvement Project (Cutler Ridge Elementary School Drainage/Roadway Improvements). • Installation of an additional five "Key" Intersection-Emergency generator control panels. • Secured funding and construction from the County for a \$120,000 Traffic Circle at Caribbean Blvd and SW 192 Drive to provide a safer intersection. • Provided research and documentation and applied to revise our status with FEMA's Community Rating System (CRS) to enable our residents to gain a better rate from the Flood Insurance Discount Program. • Received approval from Miami-Dade Public Works to reduce the number of travel lanes from 4 to 2, along the Town initiated SW 208th Street Improvement Project. • Completed several safety and maintenance repairs to the Town's Emergency Management school buses to ensure their readiness for emergency service during hurricanes or other disasters. • Negotiated approximately \$80,000 of intersection safety improvements from FDOT and Miami-Dade County for the intersections of SW 82 Ave and Old Cutler Road, and SW 107th St and US-1, at no cost to the Town. <p><u>TOWN EVENTS</u></p> <ul style="list-style-type: none"> • Participated in Town's Founder's Day picnic



Department	Accomplishments
	<p>celebration set-up and clean-up.</p> <ul style="list-style-type: none"> • Provided information and spoke to residents concerning the Recycling Outreach program at the following events: <ul style="list-style-type: none"> • Whispering Pines Woman's Club. • Career Resources Expo. • Arbor Day. • Founder's Day picnic celebration. • Festival of Govt. Services (East Ridge) • Assisted in Town's Lincoln City park clean-up event. • Assisted in the Town's Arbor Day / Proclamation Event. <p><u>DISASTER PREPARATION ACCOMPLISHMENTS</u></p> <ul style="list-style-type: none"> • Completed and tested the installation of the Emergency Generator electric transfer switch at the Cutler Ridge Park Building to facilitate the use of the building as a secondary emergency operations center. • Participated in the educational 2009 Hurricane Drill at the City of Homestead Satellite EOC. • Facilitated the installation of two (2) traffic signal generator transfer switches at no cost to Town residents. • Town staff continues to attend Homeland Security NIMS training courses; Town Senior Management has completed required NIMS courses. • The majority of Town staff has successfully completed "basic" First Aid/CPR training by the American Red Cross. • Last fiscal year, the Town's Public Works Department, through an outside contractor, has installed 10 key intersections with emergency power for traffic signals for



Department	Accomplishments
	increased safety for our community. Additionally, this year the Town's contractor completed an additional 5 intersections.